

## Memo

To: Josh Brammer, Office of Management and Budget; Office of Information and Regulatory Affairs

From: Meryl Barofsky, Administration for Children and Families; Office of Planning, Research, and Evaluation

Date: April 9, 2019

Subject: Nonsubstantive Change Request: Update to Recruitment Materials for Generic Information Collection (GenIC) under OMB #0970-0356

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We are requesting an update to the recruitment materials for the Child Care Interstate Background Checks (CC-IBaCs) Environmental Scan GenIC (Formative Data Collections for ACF Research, OMB # 0970 – 0356).

We are submitting two additional recruitment documents as part of the information collection:

- Appendix T: Survey Respondent Thank You and Phone Interview Invitation
- Appendix U: Survey Respondent Thank You and E-mail Interview Invitation

These documents are updated versions of the phone and email interview recruitment materials previously approved by OMB (Appendices N and O). We want to use these new versions in the recruitment of respondents for the child care lead agency interviews only. All other interview respondents will be recruited using the already approved Appendices N and O.

We are making this change request because we would like to acknowledge in the recruitment materials that the respondent we are recruiting for the child care lead agency interview has already completed the project's web survey. The existing materials are written as if the invitation to participate in the interviews is the first contact with the respondent, which is true of most respondent types, but not of the child care lead agency. The child care lead agency interview respondent has already received a notification from the Office of Child Care about the project and completed the project's web survey. We think acknowledging this in the recruitment materials will help connect the interview request to the survey they have already completed.

This change will not affect use of the interview recruitment materials submitted with the originally approved GenIC for any of the other respondent types.